

INTERNAL AUDIT SCHEDULE

What should you include?



Human Resources

Hiring Practices
Performance Evaluations
Termination Practices
Position Descriptions
Personnel Files



Payroll

Active Employees
Current Pay Rates
Time sheets
Authorisation Controls
Deductions



Administration / Reception

Internal Controls
Visitor Management
Reception Duties
Record Keeping
Reporting



Finance

Asset Management
Internal Controls
Accounting Standards
Reporting Process
Accounts Receivable / Payable

As we start the new financial year our thoughts turn to our plans and goals for the coming year.

Your internal audit schedule should be included in your business plan to help you monitor and improve each element of your business

Not sure where to start?

Here are some examples of the basic elements you might look at including in your audit schedule



Risk Management

Work Health & Safety
Critical Dates
Incident Investigation
Risk Assessment Process
Corrective & Preventative Actions



Marketing

Strategies
& Effectiveness
Customer Relationship Management (CRM)
Pricing Structure
Tender Process
Marketing Mix



Internal Audit

Internal Audit Charter
Qualifications & Training
Quality Assurance
Improvement Plan (QAIP)
Independence / Conflict of Interest
Ethical Standards

Please note - This information is intended for use as a guide only and is not to be considered stand alone audit or compliance advice

INTERNAL AUDIT SCHEDULE

What should you include?



Training

Training Requirements -
Internal & External
Qualifications of Trainers
Training Plan
Materials
Record Keeping



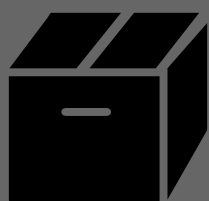
Maintenance

Materials Management
New Equipment Change
Process
Process Improvements
Performance
Measurement
Planning & Scheduling



Manufacturing

Safety
Environmental
Responsibilities
Training
Internal Controls
Material Management



Packaging

Legal Requirements
Quality Control
Wastage
Training
Effectiveness /
Efficiency



Information Communications Technology (ICT)

Security
Business Continuity
Risk Management
Disaster Recovery Plan
Segregation of Duties



Quality Assurance

Organisational Plan &
Responsibilities
Quality Control
Documentation
Event Investigation
External Requirements



Warehouse / Distribution

Safety
Stock Control
Internal Controls
Storage & Handling
Record Keeping



Research & Development

Grant Applications
Documentation
Project Management
Planning & Scheduling
Segregation of Projects.

For a detailed discussion on your
audit and compliance needs
contact us on **0407 690 046**
Want more resources? - visit our
website www.klm-audit.com.au